

Yawgoog Scout Reservation

Employee Checklist

Checklist for Staff under 18 years of age until August 27, 2009

- Staff Contract
- Completed IRS Form W-4
- Completed U. S. Dept of Justice Employment Eligibility Verification
- Photocopy of your Social Security Card
- Photocopy of a Photo Identification card
- Completed Class Three Medical Form
- Signed copy of the Staff Statement of Understanding and Code of Conduct
- Permission to leave Yawgoog card signed by a parent or guardian

Checklist for Staff 18 years of age and older after August 27, 2009

- Staff Contract
- Completed IRS Form W-4
- Completed U. S. Dept of Justice Employment Eligibility Verification
- Photocopy of your Social Security Card
- Photocopy of a Photo Identification card
- Completed Class Three Medical Form
- Signed copy of the Staff Statement of Understanding and Code of Conduct
- Bureau of Criminal Identification Form
- Vehicle Registration Form

Your staff contract should, code of conduct and BCI Form should be mailed within two weeks of receiving it. All other items may be brought with you when you check in to the Bucklin upon arriving at camp.